



## ***Open Recruitment***

### **ADMINISTRATIVE ANALYST Annual Salary \$67,481 – \$82,024 Excellent Benefits (see reverse for details)**

**OPENS: September 16, 2008    CLOSSES: October 3, 2008**

The **Bay Area Air Quality Management District** is currently recruiting for the position of Administrative Analyst in the Finance Section of the Administrative and Incentives Division. This is a full-time represented position. There is one (1) vacancy.

Under the direction of the Finance Manager, this position conducts budget development and analysis and performs related work as assigned for the Administration and Incentives Division.

#### **EXAMPLES OF DUTIES FOR THIS POSITION**

- **Conducts budget development and analysis for the District, with emphasis on grant program project budgeting.**
- **Responsible for monitoring grant program expenditures to ensure compliance with budgeted expenditures.**
- **Communicates orally and in writing with District staff and other governmental agencies.**
- Prepares budget revisions for Division Departments.
- Prepares Budget Transfers for Division Departments.
- Review Travel Advances for conformance to budget and policy requirements.
- Review Travel Expense Reports for compliance with District policy and practices.
- Perform special projects and assignments.
- Prepare analyses related to District budgetary policies; evaluates existing or proposed budgetary practices, and procedures.
- Research and prepare analyses on budget issues.

#### **MINIMUM QUALIFICATIONS**

Equivalent to graduation from a four year college or university with major coursework in finance, accounting, business or public administration or a closely related field and two years of experience in governmental budget preparation or accounting or professional experience in administrative analysis, one year of which must have included contract and budget analysis.

Extensive experience with budget development and experience with budget allocation expenditure models; accounting experience; and expertise with Microsoft Excel, Access, and VBA skills are highly desirable.

(Additional information on reverse-side – Also visit [www.baaqmd.gov](http://www.baaqmd.gov))

## **HOW TO APPLY**

Interested individuals must submit a completed BAAQMD application along with a chronological resume and the answers to the supplemental questionnaire no later than **5:00 p.m. on Friday, October 3, 2008**. For an application, please visit our website at [www.baaqmd.gov/jobs](http://www.baaqmd.gov/jobs) or contact the Human Resources Office at (415) 749-4980. Completed application packets should be returned to: Bay Area Air Quality Management District, Human Resources Office, 939 Ellis Street, Fourth Floor, San Francisco, CA 94109. Except as requested in this announcement, do not include any additional documents, such as letters of recommendation, performance evaluations, work samples, etc. They will not be considered or returned. Postmarks, faxes, and e-mails will not be accepted.

## **SELECTION CRITERIA**

Selection may be based upon a competitive examination consisting of a written exercise, interview, or combination of the two. Depending on the number of qualified applicants, an application screening and/or panel interview may be used to determine the most qualified applicants. If a panel interview is utilized it will be weighted 100%, and it may include a written exercise that will be scored as a percentage of the total score.

The District reserves the right to utilize these procedures or any other selection procedure deemed appropriate by the Human Resources Officer and the Hiring Manager, if the qualified applicant pool includes two (2) or fewer bargaining unit employees.

The District may hire from this recruitment process to fill future vacancies occurring within the next 18 months.

## **SALARY AND BENEFITS**

Initial hire is normally set at the entry salary rate.

The District provides an excellent, comprehensive benefits plan, including:

- ✓ 100% District paid family medical option
- ✓ 100% District paid family dental
- ✓ 100% District paid vision
- ✓ 100% District paid life insurance (coverage up to 5 times annual salary)
- ✓ 100% District paid retirement (2% at 55 formula)
- ✓ Transit subsidy up to \$184 per month
- ✓ Money Purchase Pension Plan (401a)
- ✓ 12-30 days of annual leave per year
- ✓ 12 days of sick leave per year
- ✓ 36 hours of floating holiday per year
- ✓ 13 paid holidays

Persons with disabilities who may require reasonable accommodations during the application and/or selection process should notify the Human Resources Office at (415) 749-4980.